

ARMY/AIR NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT

"CORRECTED COPY"



**HUMAN RESOURCES
OFFICE**
Washington National Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
10-078-ARNG/ANG
Opening Date
7 July 2010



Position Title, Series & Grade
Human Resources Specialist
(Employee Benefits),
GS-0201-09/11

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30
(3:30 IF TURNED IN AT 141 ARW REMOTE HRO) ON:**

13 August 2010

PD Number:
D1057000/D1029000

SEE NOTE

Location of Position:

HRO, Bldg. 33
Camp Murray, Tacoma, WA

Baseline physical

**An employment physical may be required within 90 days of
employment per OSHA regulation and NGB* *this physical will
be used to determine fitness and eligibility for continued
employment.**

Salary Range:
\$50,628 PA to \$65,812 PA
\$61,255 PA to \$79,628 PA

Website address:
http://mil.wa.gov/jobs/federal_jobs_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

- ☒ **Area A - Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Air and/or Army National Guard.
- ☒ **Area B - In-state Excepted:** All participating members of the Washington Air and/or Army National Guard.
- ☒ **Area C - In-service Excepted:** All presently employed permanent excepted technicians, indefinite accepted technicians, and AGR members with excepted technician reemployment rights to the Washington Air/Army National Guard.
- ☐ **Area D - In-service Competitive:** All presently employed permanent competitive technicians of the Washington Air National Guard.

CURRENT BARGAINING UNIT STATUS

- ☐ **Bargaining Unit**
☒ **Non-Bargaining Unit**

Appointment Factors:

- ☐ Officer ☒ **Enlisted** ☒ **Warrant Officer**
- ☐ NDS (Competitive)
- ☒ **Permanent**

Military Assignment & Grade Requirements	
MOS: 42B, 43 WMOS: 420A AFSC: 38FX, 3D0X1, 3S0X1, 3S2X1 Applicants need not be assigned to the position or possess the AFSC to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain AFSC within 1 year of appointment action.	Military Grade Available: Army: SFC thru SGM (E7 thru E9) W01 thru CW3 Air: MSgt thru SMSgt (E7 thru E8) Please note: Grade Inversion <u>will not be permitted</u> TPR 300 (302.7, change 8 para c)
Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized for ANG selectee <input type="checkbox"/> PCS expenses are authorized <input checked="" type="checkbox"/> PCS expenses may not be authorized for ARNG selectee, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard	
Minimum Requirements for Consideration	
General Experience: Experience education, and/or training which provides the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.	
Specialized Experience: GS-9: Must have 24 months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position. May be promoted to GS-11 without competition, upon 12 months of experience at the GS-9 level and completion of an IDP. GS-11: Must have 36 months of specialized experience.	
Other Requirements: Must have or be able to acquire a SECRET security clearance. Must be able to attend all schools deemed necessary by the Supervisor. All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army.	
The following Selective Placement Factors (SPFs) will be considered in the evaluation process	
Element I – Knowledge of personnel management and employee relations theories, principles, and practices.	
Element II – Ability to obtain and exchange information, explain established policies, procedures and regulatory requirements.	
Element III – Ability to establish and maintain effective relationships with employees and supervisors.	
Element IV – Ability to interpret regulations, policies, and concepts pertaining to employee relations.	
Element V – Knowledge of provisions of employee benefits programs, including health benefits, life insurance and retirement.	
Employment Conditions	
1. Technicians are paid through direct deposit/electronic funds transfer. 2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government. 3. <u>Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.</u> 4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician. 5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)	
Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.	

SUMMARY OF DUTIES

This position is located in the Human Resources Office (HRO), Technician Personnel Management Branch, Employee Management Relations Section, servicing Army and Air National Guard Technicians. The primary purpose of the position is to perform administrative, technical or evaluative work concerned with establishing and maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, morale, and discipline. Manages, administers and provides advice on such programs as life and health insurance, CSRS and FERS, leave, Thrift Savings Plan (TSP), and the Federal Employees Compensation Act (FECA). Administers and provides advice on performance management systems, the incentive awards and beneficial suggestion programs, and/or other productivity measurement and improvement programs. Advises on issues up to and including those which are sensitive, serious or controversial. Develops, modifies, conducts and/or oversees the presentation of basic and/or refresher training in employee relations policies and procedures in such areas as grievances, disciplinary actions and appeals, incentive awards, beneficial suggestions, and other areas of performance management, and suitability, security clearance, TAP, and FECA procedure. Manages, administers, and provides advice and assistance on compensation/pay programs including hours of duty, premium pay, Performance Management and Recognition System (PMRS), within-grade increases (WGIs) and severance pay determinations/entitlements. Prepares program publicity and/or local instructions implementing specific portion(s) of the activity employee relations program. Performs other duties as assigned.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification"
 - SF 256 "Self-Identification of Handicap"
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

***Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.

5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835 DSN 323-7835